



## CRIMINAL HISTORY BACKGROUND CHECKS (LIVE SCAN)

### PURPOSE

To provide information for Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks for individuals applying for certification/recertification as an Emergency Medical Technician (EMT) recognized in the State of California by the ICEMA Medical Director.

### AUTHORITY

California Health and Safety Code, Section 1797.107; California Code of Regulations, Title 22, Chapter 10, Section 100347.

### GENERAL INFORMATION

Effective July 1, 2010, all emergency medical technicians (EMTs) must have a criminal background check (Live Scan) on file with the certifying entity.

#### Live Scan Forms

Live Scan forms can be printed from the ICEMA website. **It is important that the information be entered onto the form exactly as outlined in the instructions. Failure to do so will require Live Scan resubmission and additional fees.**

Forms are also available at the Live Scan agencies. If printing from the ICEMA website, applicant must print three (3) completed copies: one for the Live Scan agency, one for ICEMA and one for the applicant.

#### Fees

Currently, fees include a \$36 DOJ fee and a \$17 FBI fee. Additionally, each Live Scan agency charges a "rolling fee" that varies but averages approximately \$20. Applicant is required to pay these fees to the Live Scan agency when submitting fingerprints. Be sure to confirm methods of payment (personal checks, money orders, or cash); there are differences as to what agencies will accept. Also, remember to bring a picture ID.

#### Live Scan Agencies

A complete listing is available on the ICEMA website and is listed by county and includes hours of operation, cost, whether an appointment is necessary, and acceptable methods of payment.

**Confidentiality**

Privacy and confidentiality of criminal history record information is the responsibility of ICEMA. Once a response is received from Live Scan, ICEMA is obligated to destroy that information immediately, once a decision is made on certification status. In addition, only preauthorized ICEMA staff is permitted to review this information. All submitted material will be held in strict confidence.

**Conviction History**

Conviction of a crime does not necessarily mean that an applicant will be denied certification. The appropriate ICEMA, along with the County legal department, if appropriate, will review each individual case where the applicant has a criminal conviction. Decisions will be based on applicable State statutes and regulations and a careful review of documentation. If an applicant is denied, he/she has the right to request a hearing. In addition to certification actions, an EMT certificate may be suspended or revoked based upon criminal history information. Applicants with a criminal conviction or who are involved in an active prosecution can expect a delay in the processing of their application. Submitting a letter explaining the case and copies of court documents can help in the decision process. For further information, see ICEMA Reference #1070 - EMT Incident Investigations, Determination of Action, Notification and Administration Hearing Process.

**What to Submit with Your Certification Application**

Applicants must submit a copy of the Live Scan form with their certification paperwork. For additional certification information, see ICEMA Reference #1030 - EMT Certification/Recertification.

**REFERENCES**

<b><u>Number</u></b>	<b><u>Name</u></b>
1030	EMT Certification/Recertification
1070	EMT Incident Investigations, Determination of Action, Notification and Administration Hearing Process